

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**URBAN PLANNER II/TRANSPORTATION
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional transportation planning and research work in the City of Asheville's Engineering Department and the Asheville Area Metropolitan Planning Organization. Employee reports to the Urban Planner III/Transportation (MPO Coordinator).

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs technical and professional transportation planning and research work with the Metropolitan Planning Organization and the City of Asheville. Work involves transportation planning, research, technical analysis, GIS mapping, and project coordination for the Asheville Urban Area Metropolitan Planning Organization. Employee also provides assistance to the general public, outside agencies, and elected officials regarding transportation-related matters. Employee provides staff support to the Transportation Advisory Committee and the Technical Coordinating Committee, and prepares recommendations pertaining to transportation planning and policy. Employee researches and prepares transportation reports as they relate to such areas as travel modeling, land use, pedestrian and bicycle transportation, transit, air quality and economic development. Tact and courtesy must be exercised in frequent contacts with local, state, and federal officials, and the general public. Work is performed with limited supervision and is evaluated through annual reviews by the Urban Planner III/Transportation (MPO Coordinator).

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares maps, graphics, and presentation materials for elected officials, community groups, and state and federal transportation officials.

Performs travel demand modeling, land use forecasting, and technical analysis of transportation alternatives.

Evaluates transportation system alternatives such as capacity improvements, congestion management, travel demand management, transit, pedestrian and bicycle improvements, and evaluates impacts on land use and air quality.

Provides technical assistance to MPO member governments regarding transportation projects and programs.

Prepares technical reports and policy recommendations for the Transportation Advisory Committee and Technical Coordinating Committee; assists with administration, communication, and coordination of monthly meetings.

URBAN PLANNER II/TRANSPORTATION

Provides technical analysis and professional planning expertise for the development of pedestrian and bicycle plans and travel demand management plans.

Gives oral presentations to elected officials, appointed boards and commissions, professional staff, and the general public.

Provides support in development of the Local Transportation Improvement Program.

Provides support in development of the Long Range Transportation Plan.

Coordinates public hearings and public involvement for the Asheville area MPO.

Coordinates development and implementation of transportation improvement projects with the North Carolina Department of Transportation.

Serves as area representative on North Carolina Department of Transportation project merger teams (requires occasional travel to Raleigh, North Carolina).

Provides staff support for City of Asheville transportation projects, transportation programs, and services.

Participates in City of Asheville planning teams and coordinates transportation projects with other City departments.

Provides information regarding transportation projects, plans, and programs to the general public; develops informational brochures; updates the web site for the Asheville Area MPO.

Conducts corridor studies and thoroughfare plans as needed.

Travels to in-state meetings regarding transportation plans and programs; attends conferences for professional development.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of transportation planning.

Specific knowledge of the environmental, social and economic implications of the planning process.

Specific knowledge of research techniques and reporting methods.

Specific knowledge of the current literature, trends and developments in the field of transportation.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Ability to maintain and operate travel demand models.

Skill in the use of Geographic Information Systems (GIS).

Skill in the use of computer software programs related to graphics, mapping, databases, and presentations.

Ability to organize and conduct complex transportation planning and research studies and to formulate substantive recommendations based on such studies.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

URBAN PLANNER II/TRANSPORTATION

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in transportation planning, urban planning, engineering or a directly related field (master's degree preferred) and 2 to 4 years of related experience.

SPECIAL REQUIREMENT

AICP or PE certification or the ability to obtain within 2 years of date of hire preferred, but not required.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people from diverse backgrounds, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Pay Grade 19
Exempt